



Superior Court of California
County of San Bernardino
Employment Opportunity

Court District Supervisor
\$5,187- \$6,628 approximate monthly
*****Supplemental Application Required*****

Application deadline: 4:30 p.m., Monday, December 14, 2009
Announcement # 09-024

The eligible list resulting from this recruitment will be used to fill a vacancy in Joshua Tree and future vacancies as they occur Court-wide.

Typical duties of Court District Supervisor include, but are not limited to:

- ❖ Assigns, supervises, and coordinates the work of a court district or large division including civil, small claims, family law, traffic, juvenile and criminal; supervises the preparation of the court calendar; ensures the effectiveness of workflow.
- ❖ Trains, evaluates, and assists in the selection and discipline of employees; approves leave time and pay cards; coaches and mentors subordinate staff; determines and implements employee training schedules; discusses staff work performance with unit supervisors to ensure accurate assessment of employees.
- ❖ Conducts Training Classes.
- ❖ Confers with judges and the court manager regarding operational problems and changes in policies and procedures; acts as liaison with all local court-related offices and law enforcement agencies.
- ❖ Obtains the services of Pro Tem Judges, Court Reporters, and Interpreters as required.
- ❖ Handles the more complex problems or unusual situations; prepares program status reports and maintains statistical data.
- ❖ Assists in the preparation of the district's budget; reviews and approves court billings; requests facility maintenance, remodeling and furniture repair.
- ❖ Provides coverage for vacation and temporary relief as required.

Travel: Travel throughout the County is required. Employees will be required to make provisions for transportation. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced.

Requirements: 30 semester (45 quarter) units of completed college coursework in business or public administration, criminal justice, or related field; half of required college coursework in upper division is highly desirable; and five years of increasingly responsible and varied technical court experience and one year of court related experience as a supervisor; or any combination of training and experience that could provide the desired knowledge and abilities.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and list of related coursework form. Application materials can be obtained by phone at (909) 387-6894 or on the internet at www.sb-court.org. **Individuals submitting education must include a copy of degree or official college transcripts with the application packet. Faxed and electronic applications will not be accepted.**

Examination: The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application materials. The most qualified candidates may be invited to an oral examination and written exercise covering the following areas: principles and practices of management and supervision including staff development and training; practices and techniques of budget preparation and administration; court and courtroom procedures, processes, services and activities; laws, codes, rules and statutes relating to court procedures; analytical and problem solving skills; and interpersonal and communication skills. Candidates will be notified of the date of the oral exam/written exercise, if needed, approximately two weeks prior.

Benefits: Paid holidays, vacation, and sick leave; retirement plan; deferred compensation plan; employee health insurance (medical & dental); life insurance; merit salary increases; reimbursement for professional development; and credit union.

Employment is contingent upon passing drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

10/26/09 – as